



PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

April 24, 2025 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Trying to catch up...

ACTION ITEMS:

Report of Action Items Prior: Block Party- waiting to hear back from Jane to see if she knows anything about the April report. USAS is emailing all teams that have not hosted a meet in the last 3 years to entice them to sign up for Block Party. - **She does not.**

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Sent the ACSC Clinic promo out to all coaches. Have sent about 14 codes out to people so far.
2. Worked with staff on Storage clean out and sent 12 bankers boxes out for shredding.
3. Sent FASTSWIMS MEFAP email out to all clubs and outreach members.
4. Gave out list by Zone to LSC Safe Sport Coordinator.
5. Followed up on Zoom renewal and checked to be sure the renewal was set up correctly.
6. Met with Swimming World Jack Hallahan and revised a few points on the contract details for the Newsletter and discussed the timeline for the Newsletter.
7. Attended the April BOD meeting on 4/16/25.
8. Going to Storage today to give TERA 8 pop ups.
9. Cleared AR, made bank deposits and sent out the weekly meet invoices. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments: I will be out of the office the week of June 23-29 - wanted to get that out there just in case we need to discuss any special planning around that time.

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

1. Working on transfers
2. 22 observed meet requests for all the HS meets
3. Keeping up with emails, nothing out of the ordinary

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Updated Top Times and Records twice, Re-reformatted Mary's financial document, Posted items for April BOD, Attended April BOD, Added job postings to the website, Processed Spring Travel Support, Worked on Spring Sectionals accruals, Worked on TYR accruals, Helped clean out storage shed, Visited two potential locations in Walnut Creek for Board Orientation Meeting, Completed Spring Inventory of Officials' Apparel, Researched and visited meeting spaces in San Ramon and Pleasanton for Board Orientation meeting, Continued gathering out-of-LSC results for All-Star database, Added all Zone 3 meets to website and PC Calendar

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Continue collecting results from out-of-LSC meets for TMdatabase, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Attend Athlete Committee meeting

Additional Notes or Comments: Laurie to reach out to Greg Meehan

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 25-068. Meets current through 25-066. MEFAP Entry Processing. Summer Sectionals @ TCA Sanctioned. Fastswims MEFAP Project complete and live. Emailed information out to families utilizing the program in the 24-25 year. MEFAP Entry Fee section to be added to meet sheets to assist Fastswims in getting meets set up correctly. Time Verification - 10 & Under Championships

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be

distributed as needed. MEFAP Entry processing as necessary. Summer Far Westerns Meet Sheet waiting on Age Group Approval, should be sanctioned soon.

Medium/Long Term Goals: Open conversation with Age Group & Senior Committees on any desired changes to time standards for 2025-26.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

ZAM 2025:-- Sweatshirt sizes have been received, and apparel has been ordered. Next ZAM deadline April 25th is rooming lists and attendees for banquet dinner and breakfast, as well as the total number of athletes competing. So far, I have received only rooming lists from 2 Zones rooming lists (Z1South and Zone 4). Initiated a check request for the final payment for busing. Spoke to the caterer for the event, as well as the hotel contact. I have a request for single rooms for many chaperones, exceeding the number of rooms per zone.

WZAG 2025: Applications for athletes, coaches and chaperones have been posted, with positive results. We have 14 coaching applicants, 107 athlete applicants, and 6 chaperones. Coaching applications close on the 28th, and we have a meeting scheduled selecting a head coach on April 30th. Researching “fun” design options for the apparel—sublimation attire. I have been researching food options, and talking to caterers.

Pac All Stars 2026: The hotel has been selected, and we are working on contracts for the hotel. Each group will be responsible for their hotel costs, and I have questions on the banquet fees.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Storage clean-up was successful. You can now move about the storage without tripping.
2. 2025 Investment Grant update: Of the 20 grants applications received 18 were awarded. NVST declined the grant and Race Swami was referred to DDEI. I have received from 13 clubs receipts by the assigned deadline, with 2 clubs to provide receipts in May and 2 in July. VJO has \$280 yet to spend.
3. Updated internal and external task spreadsheet.
4. New forms for payment requests to Allworth or new bookkeeper.

Report of Action Items Prior:

Current/Short Term Goals: Nw

Medium/Long Term Goals:

1. Financial P&P needs formatting. Thank you Diana :@)
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Board Assessment doc went out to everyone, 6 responses, due May 16
2. Personnel Committee Motion for increasing payroll
3. Thad Accepted, need to send him contract and paperwork
4. Job posting for Staff Treasurer
5. Tech suit up-cycle needs to plan when it's next available
6. Website review - Programs, ask Ath to work on their page
7. Athlete election and Senior List
8. DEI Training email list, May 6 at 8:00 PM
9. Fitter & Faster partnership
10. DDEI Grant form is now a google form

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354

Passcode: 405788

May 8, 2025 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [], Mary Ruddell [vacation]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Trying to catch up...

ACTION ITEMS:

Report of Action Items Prior: Block Party- waiting to hear back from Jane to see if she knows anything about the April report. USAS is emailing all teams that have not hosted a meet in the last 3 years to entice them to sign up for Block Party. - **She does not.**

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Filed taxes for the Q1 Sales Tax.
2. Working on sending out HOD details and finalized some of Mary's reports.
3. Attended the Inclusivity Training put on by Truclusion.
4. Working through Membership Invoice and through some of the new procedures for the accounting process while Mary is away.
5. Posted Bookkeeper position - still looking for good places to post - regular posting site like Indeed and Zip Recruiter are a lot of garbage to sort through and costly.
6. Still working on April month end closing. Cancelled Finance Committee Meeting and Accounting Review meeting for April and will review April and May results in June.
7. Cleared AR, made bank deposits and sent out the weekly meet invoices. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities:

1. High school results are coming in like crazy, trying to get them out as quick as possible, but HS's are sending incorrect files, or partial results
- 2.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Updated Top Times and Records, Posted items for May HOD, Added job postings to the website, Processed Spring Travel Support, Worked on Spring Sectionals accruals, Worked on TYR accruals, Continued gathering out-of-LSC results for All-Star database, Uploaded all April results to Team Manager, Revamped Safe Sport pages on website, Added Safe Sport for Athletes to Athlete pages, Updated Committees page on website, Possibly found meeting place for Board Orientation in September, Built 2025-26 Officials' Assignments spreadsheet

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Continue collecting results from out-of-LSC meets for TMdatabase, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Attend Athlete Committee meeting

Additional Notes or Comments: Laurie to reach out to Greg Meehan

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 25-071. Meets current through 25-066. MEFAP Entry Processing. Summer AG Champs sanctioned. Senior Meeting - discussion primarily around ideas for Senior Geared Camps. Age Group Meeting - opened conversation regarding time standards for Short Course Age Group Champs and Far Westerns. Good feedback from a small group. A bit of data to pull for next meeting.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Summer Far Westerns Meet Sheet waiting on Age Group Approval, should be sanctioned soon.

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

ZAM 2025: - Sweatshirts were sent to all zones, and have been received. Rooming lists were received and sent to hotel. One of the Zone 4 participants is unable to attend, and I am trying to find out if we can drop the room, or need to sell it to another ZAM parent—the hotel has provided a link to a room block for parents, which I will send out as soon as I get a response from the hotel regarding our extra room.

WZAG 2025: Applications for athletes, coaches and chaperones have been posted, with positive results. We have 14 coaching applicants, 119 athlete applicants, and 6 chaperones. The Head Coach for has been selected, and the WZAG Head Coach and the Age Group Selection Committee met on 5/7 to select the Assistant Coaches. I will be sending out notification emails to those selected this evening (May 8th). Researching “fun” design options for the apparel—sublimation attire. I have been researching food options, and talking to caterers.

Pac All Stars 2026: Contracts for the hotel have been sent to the participants of Pac All Stars. The signed contracts are due by May 12th.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1.

Report of Action Items Prior:

Current/Short Term Goals: Nw

Medium/Long Term Goals:

1. Financial P&P needs formatting. Thank you Diana :@)
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Find more info on athletes pulling covers
2. Policy for coach mileage reimbursement
3. Board Assessment doc went out to everyone, 6 responses, due May 16
4. Thad turned down Competition Coordinator
5. Tech suit up-cycle needs to plan when it's next available
6. Website review - Programs, ask Ath to work on their page

7. Athlete Rep ballot is open
8. DEI Training email list
9. Fitter & Faster partnership
10. DDEI Grant form is now a google form - application is now open - 1 team applied so far, due

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354

Passcode: 405788

May 22, 2025 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Working on newsletter issue #1

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Arranged Montclair canopy pick up and drop off.
2. Completed April month end closing. Completed Membership Invoice and recorded deposits and credit card transactions.
3. HOD prep - elections/delegates updates etc.
4. Cleared AR, made bank deposits and sent out the weekly meet invoices. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Review Bookkeeper applicants with Mary, Newsletter

Medium/Long Term Goals:

Additional Notes or Comments: Who has the ZAM trophy? Vern

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

1. 24 High results have been loaded, 3 left pending more info (TCAL, WVAL & PCAL)
2. Transfers are now picking up as athletes

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Posted items for May HOD, Added job postings to the website, Posted many HS results, Processed Spring Travel Support, Continued gathering out-of-LSC results for All-Star database, Booked meeting place for Board Orientation in September, Built 2025-26 Officials' Assignments spreadsheet, Contacted Jim Huske about having Torri Huske be our speaker for Award Banquet/Athlete Summit, Attended Athlete Committee Meeting, Attended HOD, Counted and moved all 2025 LCM FW medals to storage, Posted Zone 4 meets to website and calendar, Ordered ribbons for LCM AGC, Ordered high point awards for LCM FWs

Report of Action Items Prior:

Current/Short Term Goals: **Medium/Long Term Goals:** Continue collecting results from out-of-LSC meets for TMdatabase, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Attend Officials 25-26 Selection Meeting

Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 25-078. Meets current through 25-066. MEFAP Entry Processing. Summer FW and Senior 2 T/F Sanctioned. First round of meets utilizing MEFAP entries via Fastswims - there's going to be quite a few "new" MEFAP athletes (i.e. they may have previously been unaware of the program and are now using it with it being an automatic discount when entering online)

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Standards Data/Survey for Age Group Committee

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Laurie - can I get a couple of reports from SWIMS? Top 100 SCY 10&U 500 Free; Top-100 14 Year Old all SCY events

Karen Bair, Admin Asst:

Report of Recent Activities:

ZAM 2025: - ZAM 2025 is over. I went to the pool for the warm-up, and met many parents and coaches at the pool. Zone 3 arrived late, as there was unexpected traffic, and there were a few other glitches. I am following up with the hotel, and am waiting for a response. Z1South will be the host next year, so I will start looking for a hotel in the South Bay.

WZAG 2025: The coaching staff has been selected, and it will be a great group this year. A meeting is scheduled with the coaches for Tuesday May 27th. Athlete applications close on May 30th, and I will get the top times to the coaching staff. Several of the coaches for WZAG were at ZAM, so I was able to meet them at that time. Laurie has done a registration check on the coaches, so I will reach out to the coaches whose registrations need to be renewed.

Pac All Stars 2026: Contracts for the hotel were sent to the participants of Pac All Stars and returned. The hotel sent us a contract for the banquet, and that needs to be signed and returned. We hosted in 2013 and 2017, and Pacific Swimming handled that contract.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Processed and mailed Amerie Nordberg Memorial Scholarship checks to Isabella Pflieger and Elizabeth Burkhardt. Emailed Amerie's parents with information regarding this year's recipients. Preparing a document outlining the Amerie Nordberg Memorial Scholarship.
2. Completed all the catch up tasks needed post return from vacation.
3. Spring Sectionals travel support is closed, Sacramento TYR travel support will close June 5th
4. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.

Report of Action Items Prior:

Current/Short Term Goals:

1. Set up payment to Fastswims for MEFAP processing of splash fees.

Medium/Long Term Goals:

1. Financial P&P review next round scheduled.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Find more info on athletes pulling covers
2. Policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
3. Board Assessment doc went out to everyone, 13 responses
4. Tech suit up-cycle info needs distributing

5. Website review - Programs, ask Ath to work on their page
- 6.

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

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PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354

Passcode: 405788

June 5, 2025 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Pacific Block Party - NON OTS sanctioned by Pacific is not allowed as it violates rule 102.10. Apparently only the Block Party company can violate this rule and the LSC cannot.
 - a. Phil talked to Julie B. and she is willing to take a meeting to work out a deal with Pacific (Laurie wants to be on the meeting)
2. Working on the facility fee motion becoming permanent for 2026 season.

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Reviewed applicants for the bookkeeper position. Have some people to screen for next steps picked out after Mary and I reviewed the top 10% of applicants.
2. Working on May month end.
3. Need to order bag tags but SRN does not have a logo yet.
4. Cleared AR, made bank deposits and sent out the weekly meet invoices.
5. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Review Bookkeeper applicants with Mary, Newsletter

Medium/Long Term Goals:

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities:

1. 24 High results have been loaded, 3 left pending more info (TCAL, WVAL & PCAL)
2. Transfers are now picking up as athletes

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Added job postings to the website, Posted HS results, Processed Spring/Summer Travel Support, Continued gathering out-of-LSC results for All-Star database, Continued talks with Jim Huske about having Torri Huske be our speaker for Award Banquet/Athlete Summit, Attended Athlete Committee Meeting, Posted Zone 2 meets to website and calendar, Finished uploading all meet results into Team Manager, Merged all WZ applicant records in TM, Cleaned up all applicant records with correct birthdate/Reg ID numbers, Revised WZ fillable form, Updated Top Times and Records for 5.26.25 & 6.1.25

Report of Action Items Prior:

Current/Short Term Goals: **Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Attend Officials 25-26 Selection Meeting

Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 25-080. Meets current in OTS except 25-077 and 25-080. MEFAP Entry Processing. Age Group Meeting - more discussion on time standards. Senior Meeting - Camps, Sectionals Travel Support

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Thoughts on MEFAP Entries on Fastswims? How to make sure clubs get their financial reports in a timely manner so we can get invoices out? DDST Meet scheduled on top of Far Westerns

Karen Bair, Admin Asst:

Report of Recent Activities:

ZAM 2025: -Finalized expenses with Mary. Received a refund from the hotel for 2 rooms, and also a refund for the overage. I will reach out to our hotel contract, to see what hotel that is large enough for our group for 2026 in the South Bay.

WZAG 2025: Met with the coaching staff on Tuesday May 27th. Athlete applications are closed, and coaches are working on team selections. Diane merged all the records, and uploaded meets from the last weekend in May to the data base, and the coaches were provided with redacted names. Team selection meeting is June 12th. Sent out reminders to coaches to renew registrations that need to be renewed prior to WZAG. I spoke to the hotel, and we have 2 additional king-sized rooms at the hotel, at the same price as contracted. I have been in contact with the meet director, and trying to get information from the I have been in contact with the shirt vendors and Swim Outlet for the gear. When the team is finalized, the gear will be ordered. I still need to order the caps.**Pac All Stars 2026:** Banquet contract was signed and returned, and initial deposit was paid.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Reviewed with Cindy the applications for the Bookkeeper job. Initially identified 4-6 individuals for the next step of screening. Will have a report ready for the Personnel Committee on June 11th. on
2. Working on the end of month processing.
3. Sacramento TYR travel support will close June 5th. Based on the number of athletes registered for the 2025 Toyota National Champs, the total amount of athlete travel support will be \$17,600 and \$4060 for coach travel support.
4. Met with Jeff Reagen to start training. We will meet several times over the next 2 months.
5. Payment to Fastswims for MEFAP processing of splash fees will be paid three times a year. August 31, December 31 and April 31. The estimated fee is \$80-90.
6. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.

Report of Action Items Prior:

Current/Short Term Goals:

- 1.

Medium/Long Term Goals:

1. Financial P&P review next round scheduled.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:**Current/Short Term Goals:**

1. Find more info on athletes pulling covers
2. Policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
3. Board Assessment doc went out to everyone, 13 responses
4. Tech suit up-cycle info needs distributing
5. Website review - Programs, ask Ath to work on their page
- 6.

Medium/Long Term Goals:**Action Item:****Additional Notes or Comments:****Discussion Items:**

WEBSITE UPDATE NOTES:**VERÓNICA:****CINDY:****DIANA:****LAURIE:****KAREN:****MARY:****ANNIE:**



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Passcode: 405788

June 17, 2025 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [X], Mary Ruddell [vacation]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Pacific Block Party - NON OTS sanctioned by Pacific is not allowed as it violates rule 102.10. Apparently only the Block Party company can violate this rule and the LSC cannot.
 - a. Phil talked to Julie B. and she is willing to take a meeting to work out a deal with Pacific (Laurie wants to be on the meeting)
2. Working on the facility fee motion becoming permanent for 2026 season.

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Completed May Closing and met the accountant for the monthly review.
2. Sent messages to the top 4 applicants and have phone interviews scheduled with 2.
3. Attended Investment Committee, Officials Scheduling Meeting, Executive Committee, and Finance committee meetings.
4. Made initial reviews on Beau Caldwell's scope of work and offer letter. Researched implication of having an out of state employee wrt payroll.
5. Bag Tags ordered, approved and sent to production.
6. Met with Swimming World Jack and continued to move forward with ideas and planning for the newsletter.
7. Cleared AR, made bank deposits and sent out the weekly meet invoices.
8. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Review Bookkeeper applicants with Mary, Newsletter

Medium/Long Term Goals:

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

1. USAS is closing down registration for the month of August for the 2025 swim year, so that people can't register for this year without contacting us. That way people don't accidentally sign up for the wrong season and then have to re-register a few weeks later.
2. Need to remind coaches which certs need to be sent to Laurie in order to update their membership.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Fulfilled officials' apparel orders, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Updated last minute results for All-Star database, Re-merged all WZ applicant records in TM, Cleaned up all applicant records with correct birthdate/Reg ID numbers, Revised WZ fillable form, Updated both LCM and SCY Top Times and Records for 6.8.25 & 6.15.25, Posted Team Rosters in News, Facilitated Officials 2025-26 Selection Meeting, Received and labeled Summer AGC medals and ribbons, Created Instructions for AGC and FW

Report of Action Items Prior:

Current/Short Term Goals: **Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages

Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 25-088. Meets current in OTS through 25-087. Time Standards - 25-26 Senior standards brought into line with current 15-16 BB (Senior Open) and A (Senior 2) per P&P. Forwarded to Senior Committee for approval, should be good to run with those. Age Group - continuing to work on 25-26 Standards, just about ready to submit to Age Group Committee at next meeting for approval.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Verification for AG Champs and Senior 2 T/F (Reno) coming up.

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Fastswims MEFAP Entries seem to be going smoothly, haven't received any emails from Outreach Families trying to enter via email. One more meet that has both e-mail/online MEFAP Entries (NVST this weekend), then we should be solely online (unless the meet is not being hosted on Fastswims platform. Vacation June 29 - July 6. Will work and am reachable, but have requested sanction chairs submit any meets desiring sanction during that period by June 27th. Will process time verification and get spreadsheets out for the July 11-13 champ meets on Sunday, 7/6 (from a plane :))

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2025: Athlete applications are closed, and coaches made the team selections. 61 Athletes this year have committed. Sent out reminders to coaches to renew registrations that need to be renewed prior to WZAG. We have chaperones, and need check on their credentials.. Trying to get in touch with our hotel contact, to ask about rollaway beds (as one group will be 3 to a room). I have been in contact with the meet director, and he provided the name on an on-site caterer, and the caterer has submitted menus (but not cost). For the gear, going with the button down baseball shirt, and 2 tshirts (in royal blue and grey), embroidered towels and backpacks for the gear. I still need to order the caps.

Pac All Stars 2026: Banquet contract was signed and returned, and initial deposit was paid.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Reviewed with Cindy the applications for the Bookkeeper job. Initially identified 4-6 individuals for the next step of screening. Will have a report ready for the Personnel Committee on June 11th. on
2. Working on the end of month processing.
3. Sacramento TYR travel support will close June 5th. Based on the number of athletes registered for the 2025 Toyota National Champs, the total amount of athlete travel support will be \$17,600 and \$4060 for coach travel support.
4. Met with Jeff Reagen to start training. We will meet several times over the next 2 months.
5. Payment to Fastswims for MEFAP processing of splash feess will be paid three times a year. August 31, December 31 and April 31. The estimated fee is \$80-90.
6. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

1. Financial P&P review next round scheduled.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:**Report of Action Items Prior:****Current/Short Term Goals:**

1. Comp Coordinator tomorrow
2. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
3. Board Assessment will be reviewed by Gov today
4. Website review - Programs, ask Ath to work on their page

Medium/Long Term Goals:**Action Item:****Additional Notes or Comments:****Discussion Items:**

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

July 17, 2025 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [X], Mary Ruddell [vacation]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Pacific Block Party - NON OTS sanctioned by Pacific is not allowed as it violates rule 102.10. Apparently only the Block Party company can violate this rule and the LSC cannot.
 - a. Phil talked to Julie B. and she is willing to take a meeting to work out a deal with Pacific (Laurie wants to be on the meeting)
2. Working on the facility fee motion becoming permanent for 2026 season.

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Working on Month End Closing for the end of June.
2. Met with Jeff Raegan to have a general discussion about Pacific Swimming prior to vacation.
3. I had an interview with Sokkim Ly, did not interview the second candidate as they did not answer my call and their mailbox was full - also they had a business Crystal Clear Bookkeeping.
4. Made additional review on Beau Caldwell's offer letter.
5. Bag Tags received, they have been checked. Arranged to have pop ups and bag tags given to SRN on July 8th in the afternoon - Diana, should they get the awards and bag tags? Mary, do you want the officials bag tags/coaches bag tags?
6. Met with Swimming World Jack and continued to move forward with ideas and planning for the newsletter, but nothing really moved forward the week I was out of town.
7. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Set up trip and attendees for Annual Business Meeting, Review Bookkeeper applicants with Mary, Newsletter

Medium/Long Term Goals: In Memoriam for Annual Business Meeting - Mike Fujii, Ross Wilper, ??

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

1. USAS is closing down registration for the month of August for the 2025 swim year, so that people can't register for this year without contacting us. That way people don't accidentally sign up for the wrong season and then have to re-register a few weeks later.
2. Need to remind coaches which certs need to be sent to Laurie in order to update their membership.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Fulfilled officials' apparel orders, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Updated both LCM and SCY Top Times and Records for 6.22.25 & 6.29.25, Posted Zone 1 South meets on website and calendar, Received and labeled Summer AGC high point awards, Move all Summer AGC awards to storage for pickup by SRN, Secured Torri Huske for Athlete Summit and Awards Banquet, Secured Mike Greymont as emcee for Awards Banquet

Report of Action Items Prior:

Current/Short Term Goals: **Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Book photographer, Start thinking about awards voting, Upload all current results for WZ entries

Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 25-090. Meets current in OTS through 25-087. Time Standards - proposed 25-26 Age Group Champs & Far Westerns standards calculated for 2025-26 Forwarded to Age Group Committee for approval at July Meeting. Age Group Champs time verification file forwarded to Laurie to run through SWIMS. Plan to work through exceptions report and forward to Debbi Sunday AM.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Verification for AG Champs and Senior 2 T/F (Reno) coming up.

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Jim Stretch (Zone 4) expressed potential interest in bidding on the December Senior 2. Forwarded application to present to his board.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2025: Sent out second reminder to coaches to renew registrations that need to be renewed prior to WZAG. We have chaperones, and one needs to work on credentials. Trying to get in touch with our hotel contact, to ask about rollaway beds (as one group will be 3 to a room). Talking to the on-site caterer, and the caterer has submitted menus, and is willing to work in our budget. Not yet finalized our contract. For the gear, going with the button down baseball shirt, and 2 t-shirts (in royal blue and grey), embroidered towels and backpacks for the gear. I have 17 boxes of gear—still waiting on baseball shirts and caps. Working on rooming lists for the hotel and busing timeline for busing company, and medical information (allergies) for caterer.

Contacted coaches for ballpark number of entries for swimmers and relays, so we can get a check initiated.

Next big event is entering athletes into meet. Not sure how to handle block party times (if those need to be entered for best times for athletes).

Pac All Stars 2026: Banquet contract was signed and returned, and initial deposit was paid.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Veronica and I spoke with Matt Sanregret from Insperity. We discussed our questions regarding what was needed if we employed a remote employee who lived in LA but would travel to CA 5-6 times a year. The answers were not as overwhelming as we had thought but we agreed to ask him to give us a bid to do the payroll/HR/Workers Comp. for Pacific. We will meet again on July 9th.
2. Started end of month processing.
3. Pacific Swimming's meet entry income is down \$37,000.
4. 2025 Toyota National Champs travel support is underway. Issued \$11,440 in payments to date with \$7900 yet to be claimed. If all travel support is paid - we will be \$3,930 over budget.
5. The Senior Committee wants to change the Travel Support Guidelines to remove the restrictions for National meets held within Pacific Swimming. All clubs submitting a Travel Support application would receive **full** sectional support. (TS amount is still dependent on the number of athletes attending. (16 Max)

6. I continue to meet with Jeff Reagen. In late August we will take me off the bank accounts and have Jeff become the signer on all of Pacific's accounts.
7. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.
8. Debbi and I worked on motions for mileage reimbursement for All Star/Camp coaches and stale check procedures for Zones.

Report of Action Items Prior:

Current/Short Term Goals:

- 1.

Medium/Long Term Goals:

1. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Comp Coordinator tomorrow
2. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
3. Board Assessment will be reviewed by Gov today
4. Website review - Programs, ask Ath to work on their page

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

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